



EMPLOYEE NAME: _____

Revised: 2/88; 1/89/ 2/91; 8/93/ 2/94; 11/94; 5/95; 5/07; 4/11; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Hospital/Homebound Instructor	JOB CODE: 145A
DIVISION: Academic, Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Student Assistance Programs	WORK DAYS: 188
REPORTS TO: Supervisor, School Counseling	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides academic instruction to students who are confined to home for periods of time that would prevent normal school attendance.	

REQUIREMENTS:

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| 1. Educational Level: Bachelor Degree required |
| 2. Certification/License Required: Valid Georgia Teaching Certificate required |
| 3. Experience: 3 years successful teaching experience |
| 4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. Knowledge, Skills, & Abilities: Written and oral communication; knowledge of instructional strategies |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. Demonstrates prompt and regular attendance. |
| 2. Provides appropriate academic instruction to hospital/homebound students. |
| 3. Coordinates the application process for hospital/homebound services. |
| 4. Communicates appropriately with physicians and parents. |
| 5. Works with local school teachers, school counselors, and administrators in coordinating instruction and reporting student progress. |
| 6. Follows state and local guidelines for hospital/homebound program. |
| 7. Assists with development of a procedures manual for hospital/homebound instruction. |
| 8. Coordinates assignments and services of contracted teacher. |
| 9. Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____